

26 July 1979

MEMORANDUM FOR THE RECORD

STATINTL

FROM:
Chief, CSG

SUBJECT: Sealing Leaks

1. On 25 July, the undersigned addressed the Area Security Officers at direction of Mr. Gambino to share with them the findings of recent investigations as related to things that were noted as weaknesses in document/information control.

2. There were proposals offered them to consider raising with senior management of their components. A copy of the proposals is attached.



STATINTL

Attachment

19/328

25 July 1979

NOTE FOR: Area Security Officers

You have been most helpful in recent investigations of leaks. These investigations reveal that we can improve procedures for information control. Acknowledging that Area Security Officers are not normally associated with or consulted on matters of dissemination of intelligence produced by your element, there are some security related concepts that could be raised toward improving procedures for information control. There are various proposals attached. Some may not apply to your element. Some may. With the growing concern at senior levels about leaks, you may find a receptive audience. If implemented, these proposals will assist in making the investigators life easier, give your management opportunity to see the scope of the issue and permit a mechanism to compile the big picture for agency management. Until we can do that, we can't make a determination whether costs for improving information security are worth while.

Problem: Procedures for information control are poor.

Dissemination lists - both hard copy and electrical are not critically reviewed for accuracy and need-to-know.

Briefings are increasing. Procedures for clearance certification are not being followed. The MR system is inadequate to record who was present and what was covered.

Proposals: Determine what your component publishes. Keep records of what is published unclassified and what is classified at what level.

Do a critical review of dissemination lists with your mail and courier branch people. Ask not only who gets the material but why.

Propose that recipients be requested to update semiannually their request for a given number of copies and ask for justification.

Propose that dissemination lists not serve for series of documents. Rather request that a dissemination list be prepared for each publication.

Propose that yourmail and courier people not be authorized to adjust dissemination lists on request of individual officers.

Propose that individual officers not be allowed to carry off copies of documents to authorized recipients without first registering the proposed delivery with mail and courier elements. Propose that such personal deliveries be stopped through internal directives.

Propose establishment of a central element to record all briefing requests. Propose that this element be the sole authority to ensure that clearance certifications procedures are followed and that MRs following briefings list all attendees as well as substance of what was briefed and all requests for follow-up actions.

Propose that any substantive expert called upon to provide background on realities briefings at request of the Public Affairs Office be accompanied by another officer. An MR written for the PAO be filed with him as well as in your component.

Propose that any officer assigned to participate in Community effort be required to mark and control draft copies of material as well as originals. Encourage destruction of drafts and recordings of such destruction when finished document is published.

Propose that a document destruction day be declared within your component. Too much information sets forever and filters to the bottom of the pile or back of safe. Record what is destroyed or retired according to regulations.

Encourage your component to support modernization through use of ADP of your mail and registry efforts.

Propose that extra efforts be made to ensure that all SCI entering your area is given some life expectancy, say 60 days, at the end of which it will be returned to sender or destroyed and noted in a well kept log.

Propose that each officer be required to list all of his holding of SCI materials with reference to DDCI instructions about central repository for this material.